

Wings of God

Resident Assistant Job Description

A. LIFE STYLE EXPECTATIONS

3/22/2013

1. Maintain a positive Christ like attitude.
2. Lead by example and create community.

B. MANAGEMENT OF THE HOUSE:

1. Endeavor to keep peace in house:
 - a. Arbitrate minor disputes before they become major issues.
 - b. Build relationships with residents.
2. Supervise residents and oversee adherence to house and program rules.

C. MINISTRY RESPONSIBILITIES:

1. Keep House Manager informed of all house happenings/events.
2. Make every effort to conserve the assets and properties of the ministry.
3. Work with the W.O.G. staff to create therapeutic recovery oriented atmosphere at the residence.
4. Retrieve and handle phone messages from office line .

D. CONFIDENTIALITY

1. Comply with the ministry confidentiality policy.
2. Topics discussed in community should not be discussed outside of the house or with those not on staff.
3. Remind residents, volunteers, and staff of the confidentiality policy as necessary.

E. RECORD KEEPING REPONSIBILITIES

1. I.E. Case management book, issue management forms, etc.

F. HOURS

1. Due to the nature of the Wings of God Ministry the hours of the Resident Asst is set around evening supervision, with flexibility of some weekend coverage when scheduled in advance with House Mgr.

General Hours : 6pm-7am 7 days per week + additional when asked

G. COMPENSATION

1. Set Monthly Pay
2. Room & Board
3. Minimum 6 month commitment, after 6 months, month to month, TBD.

H. GRIEVANCE PROCEDURE

1. The grievance procedure is a process through which a Wings of God employee can voice workplace concerns.
 - i. Discuss the matter with the House manager and strive to resolve the matter using Biblical principles.
 - ii. If the matter cannot be resolved, request that the issue be referred to the Executive Board and/or WOG House Chaplain for review and decision. The Executive Board's/Chaplain's decision is final and binding.

I. AGREEMENT

1. I agree to be dedicated to the continuing mission of Wings of God and that I will fulfill my responsibilities to my utmost ability.
2. I further understand that Resident Assistant is an "at will" position and that the Executive Board may terminate my employment at any time, for any reason without notice and without being given the reason for the termination.

Signature

Date

Resident Assistant Daily Expectations

Begin with Prayer...each day, each meal, each task, each blessing, each struggle....fully rely on God to be present in all things, all the time. You are a blessing to Wings of God!

Personal Role Modeling

- The Resident Assistant is a primary role model for our residents. Our goal is that our residents grow to be Christ like in word, thoughts and action. Some of their lessons can only be caught, not taught.
- Pray for your needs before serving. Put on the Armor of God
- Pursue activities like bible study and devotions (on your own time) to fully equip yourself with the power God has for us to do this ministry well
- Pursue healthy eating and exercise for yourself and as an example to others
- Be punctual
- Dress as you would a job....casual, yet professional.

House Management

- Be aware of Daily House Schedule. Communicate w/ House Mgr on any changes
- Communicate with House Manager regularly
- Answer Wings of God Office Phone and take detailed messages
- Use any desk area in office and clean up after use, as they are used by many
- Help keep house and garden clean and kept up- all residents taking pride and ownership.
- When unscheduled visitors come to house, limit time to 5-10 minutes. Refer them to appropriate contact person, or arrange an appointment for another time when convenient.
- Security Issues must be in place at all times.
 - Keep office and closet locked when not in use.
 - Sheryl's room should be closed and locked
 - All mail/checks/monies are kept hidden
 - Nothing should be left outside unattended/unlocked (i.e.; bikes, phones, shoes)
 - Lock all exterior doors when house is empty (including garage)
- Keep utility costs down-(Heat at 70/65 or lower)(Air Conditioning at 74/70 or higher)
- Say no when you must
- Ask for help when you need it

Resident Interaction

- Show kindness rather than disappointment/anger/negative messages when they fall
 - They cannot be more than they know. Growth will come. Be patient. Give grace.
- Display Teamwork when doing tasks. Assign duties to residents, and help them (cleaning, gardening, cooking, games, crafts, etc.) Walk alongside them.
- Be close to residents, but keep healthy boundaries in place
- Be a teacher, always....answer for them "Why are we doing this?"
- Meet them where they are and pray for them to be where God wants them

- Medicine must be bagged for each resident with medicine name, dosage, Dr name, and instructions under lock and key. Write down each time medicine is given & dosage
- Update Daily Log Journal when significant events happen in home

To Apply: Application Deadline is April 8, 2013

Please send letter of interest, resume and references to info@wingsofGodinc.org, or U.S. mail to Wings of God, Attn: Personnel, PO Box 3, Paw Paw, MI 49079

